Rattlesnake Staff Meeting

Agenda

12/7/11

The Day of Infamy

**Reminder-** Give Julie a list of people you would like to recognize as volunteers, need by December 15.

**Welcome** Darci Monsos overload para in 2nd Grade and Debra Randall overload para in Kindergarten.

Wiki Page update- How to post a Synopsis- on Back

RBI report

RtI report- Brad

Board recognition

* December 8- Early Out- Grade Level
* December 13- 3:30-4:15- April PIR planning day committee (anyone is welcome)
* December 14- PAC meeting
* December 15- Early Out- Individual
* December 19- Holiday Program for Kindergarten
* December 20- Holiday Program for First Grade
* December 21- **NO STAFF MEETING**
* December 21- Holiday Programs for Grades 2-5, including band and orchestra
* December 22-January 2- Holiday Break
* January 3- School resumes
* January 4- Staff meeting
* January 4- PTA meeting in FCC
* January 5- Early Out- Grade Level
* January 5- Green Ticket drawing in lunchroom
* January 10- April PIR planning day committee 3:30 in computer lab
* January 11- PAC meeting
* January 12- Early Out- Individual
* January 12- 3:30-4:15 Informal chat with Dr. Apostle
* January 13- Midterm
* January 16- No School MLK
* January 17- Staff meeting
* January 19- Early Out- all staff in computer lab
* January 20- Unit 3 assessments due Grades 2-5
* January 24- Author visit- Sneed Collard
* January 26- Early Out- Grade Level
* January 27- 4th Grade Symphony field trip

How to Post a Synopsis to Wiki

-Download Firefox onto your computer

-Create and type your one or two paragraph Synopsis on Microsoft Word and save in your file (remember the name you give the Synopsis, ie. 12-8-11 Synopsis and where you saved it)

-Login to MCPS Wiki Page

-Click on “Upload Files” located on left side of page

-Click on Browse button and go to your Synopsis file, choose it and open it.

-Go to bottom of the wiki page and click on Upload, wait until screen confirms file was uploaded

-Click on MCPS wiki main page

-Navigate to Rattlesnake Elementary School- click on it

-Now choose your specific grade or speciality

-Click Edit then choose “Rich editor”

-You will see specific dates under Meeting Synopsis, Highlight specific date

-Click once on Insert/Edit Link (remember if you hover on each icon they will tell you what they are)

-In box under Link type media: followed by name of file you have uploaded, it should appear in the box below, choose it and click on OK

-Now go to bottom of page and SAVE

**-A question comes up at top of page you must answer and press Enter**

If you don’t do this you have to repeat everything going back to uploading file